

Village Of Brooklyn

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Personnel Committee Minutes April 8, 2014 6:30 pm Village Hall @ Commercial Street

The Personnel Committee meeting was called to order at 6:45 pm. Klahn, Walsten, Cutler were present.

Motion to postpone committee minutes of 2/5/2014, 3/12/014 was made and approved by Klahn/Cutler. (Minutes of 2/10/2014 and 2/25/2014 were postponed at March 12 meeting.)

Discussion on the Directives was completed. The revised directives are attached to these minutes.

Klahn/Cutler moved to convene into closed session to discuss performance evaluation of Chief Barger.

Motion Klahn/Cutler to reconvene into open session at 8:35 pm.

An update was given regarding the two petitions for removal: Sue McCallum as Trustee and Nadine Walsten, Village President/Trustee. McCallum's petition was withdrawn and Jessica Hawkey's petition to remove Walsten was unverified so it is invalid.

The timeline to address the following goals was reviewed.

- Discussion on policy regarding social media usage and electronic devices—This will be addressed by new committee
- Review draft of revised Chapter 7 Employment Manual re: Biohazardous Risk Protocol—approved at next meeting
- Develop safety program for occupational hazards for employees—assessment phase—refer to Public Works committee
- Procedure for use of the authorization of release of/request form related to hiring employees—new personnel committee
- Assistant Public Works Director job description update—discuss with Mark Langer, Leif Spilde with new committee
- Laborer job description—discuss with Mark Langer and new committee

Review time sheets and discuss overtime—Klahn/Cutler moved to postpone.

Motion to adjourn Klahn/Cutler approved at 9:45 pm.